

New Student Enrollment Parent Guide

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New Student Online Enrollment

San Diego Unified School District is pleased to introduce New Student Online Enrollment for selected neighborhood schools. This process allows parents of students who are new to the district to enroll online at neighborhood schools. The online enrollment process is only for students who are new to the district and only for schools that have boundaries. The online enrollment form cannot be used by dedicated Magnet schools, Atypical, or Charter schools. See [list](#) of eligible schools.

If your child has previously been enrolled in San Diego Unified School District you will not be able to use this form; please contact your [neighborhood school](#).

If You Need Help

- For questions about the enrollment form or the enrollment process contact your neighborhood school for further assistance. [Click here](#) to view contact information for San Diego Unified Schools.
- For questions about creating an account or if you have difficulty logging into your account, contact InfoSnap Support between the hours of 6:00 a.m. – 3:00 p.m. Pacific Time at:

Email: support@infosnap.com

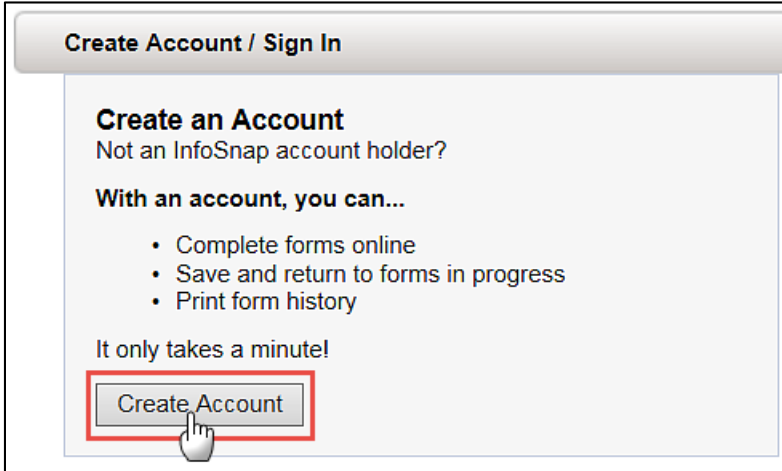
Phone: 866-752-6850

- During the registration process if links such as school finder, school directory information, neighborhood school, or enrollment requirement links are not working please send an email to the webmaster at webmaster@sandi.net with a copy of the link and inform the webmaster that the link is not working.

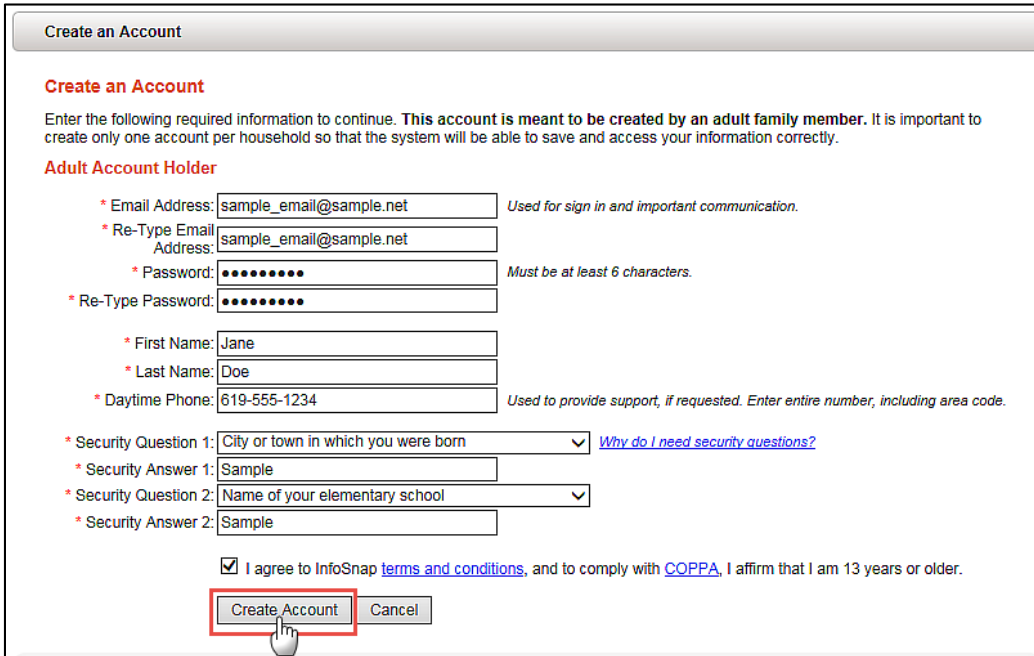
The Online Registration Process

[Click here](#) to create an account and to register your student online.

- To register your student online, click **Create Account**. This is a secure online solution provided by InfoSnap.



- When creating an account, enter email address, password, first name, last name, and a daytime phone number; answer a couple of security questions, and click the checkbox to indicate you agree with the terms and conditions of use for the website. Write your password down because you will need this to login to your account. Click the **Create Account** button. You will receive a confirmation email.



- Login to the account, complete all the required information and submit the form. Type carefully to avoid misspelling when registering your student for their neighborhood school.

Account Sign In
Already have an InfoSnap account? Sign in here.

* Email Address:

* Password:

Remember me on this computer

[Forgot password?](#)

- If you are unable to complete the registration, you can click **Save and Logout** and complete it at a later time.

Welcome | [Home](#) | [My Account](#) | [Save & Log Out](#) | English ▼

You will not be able to change the information once the form is submitted. If you need to change the information, you will need to do that when you arrive for the enrollment appointment at your neighborhood school.

- After you submit the form, you will be given the option of printing the online registration for your records. We recommend that you do so and bring the copy with you to the enrollment appointment to assist with the enrollment process.

Submission Confirmation

Congratulations, You Have Completed STEP 1!

Your information has been successfully submitted to San Diego Unified. Optionally, you may click this [New Student Enrollment](#) link to print a copy for your records.

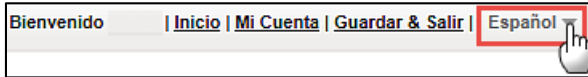
Note: Once your New Student Enrollment has been successfully submitted you may only make changes to your information by contacting

- Make an appointment with your neighborhood school to complete the enrollment. You will need to bring the necessary paperwork with you to complete the enrollment.
 - [Click here](#) to view contact information for San Diego Unified Schools.
 - [Click here](#) to view your student's enrollment requirements.

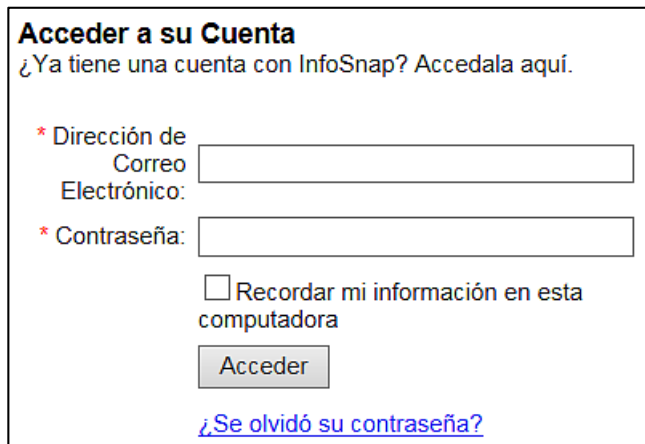
NOTE: Bring all necessary paperwork with you to the enrollment appointment to complete the enrollment.

Registering a Student Online


- If your primary language is Spanish, you can change the form to Spanish by clicking the dropdown menu at the top right of the screen and choosing Español.



- Type your email address and password to login.

A screenshot of a login form titled 'Acceder a su Cuenta'. Below the title is the text '¿Ya tiene una cuenta con InfoSnap? Accedala aquí.' There are two required fields: '* Dirección de Correo Electrónico:' and '* Contraseña:'. Below the password field is a checkbox labeled 'Recordar mi información en esta computadora'. At the bottom of the form is an 'Acceder' button and a blue link that says '¿Se olvidó su contraseña?'.

Before you get started be sure to collect information that you will need to register the student. You will need to provide information such as names, addresses, phone numbers, and email address for the student, parents, and emergency contacts. Information regarding previous school and school district needs to be entered as well. Required information is marked with a red asterisk next to it (*). You will not be able to complete the registration until all required items have been completed. If you do not understand what is supposed to be entered, there are ToolTips located on the form next to several of the items that describe information to be entered.

NOTE: Place your mouse over the  icon throughout the registration process for additional instructions.

Creating a Student Registration for a Student that is New to the District

- Enter First Name, Last Name, Date of Birth and click the **Add Student** button.

Enter the student's information and click the **Add Student** button.

* First Name:

* Last Name:

* Date of Birth: enter as "mm/dd/yyyy"

Add Student

- If you are enrolling more than one student, you will have an option to “snap” the information you previously entered. Your household address, phone numbers, and parent/guardian information will appear in the form. You can still make changes to this information, if needed. Please note that you will still need to provide information for any required fields before you can submit your information.

InfoSnap can make the process for **Donald** easier by snapping available information from your previously submitted form. You may still change the information as needed. This is just a way to ease the process.


Please make your selection below and click the **Continue** button.

Yes, please snap available information No thanks

Continue

- If the student has ever previously been enrolled in San Diego Unified School District, you cannot use this form. This form is only for students that are new to the district enrolling at their resident school.
- If you select **No** from the drop-down menu, you receive the message, **Please click “Next>” to proceed to the form.**


Forms | VERIFICATION < Prev Next >

Please hover over the  icons throughout the form to see additional instructions.

Prior Enrollment in San Diego Unified School District

Online New Student Enrollment is intended only for students who are ENTIRELY NEW to San Diego Unified School District. If your student has been enrolled in any program offered by San Diego Unified, including preschool, please do not use this online form. Please contact your Neighborhood School directly in order to enroll. For information on your neighborhood school, please use [School Finder](#).

Has the student been previously enrolled in San Diego Unified?

* **No** 

This includes any Pre-school, Kindergarten, Transitional Kindergarten at San Diego Unified.


Please click "Next>" to proceed to the form.

< Prev **Next >**

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- If you select **Yes** from the drop-down menu, you receive a message in red informing you that this form is for students new to the district only and to contact your Neighborhood School directly in order to enroll. **Do Not** click **Next>** to continue.


Forms | VERIFICATION < Prev Next >

Please hover over the  icons throughout the form to see additional instructions.

Prior Enrollment in San Diego Unified School District

Online New Student Enrollment is intended only for students who are ENTIRELY NEW to San Diego Unified School District. If your student has been enrolled in any program offered by San Diego Unified, including preschool, please do not use this online form. Please contact your Neighborhood School directly in order to enroll. For information on your neighborhood school, please use [School Finder](#).

Has the student been previously enrolled in San Diego Unified?



This includes any Pre-school, Kindergarten, Transitional Kindergarten at San Diego Unified.

This form is for students who are new to the district only. If your student has been enrolled in any program offered by San Diego Unified, including preschool, please contact your Neighborhood School directly in order to enroll. For information on your neighborhood school, please use [School Finder](#).

NOTE: You can use School Finder to locate your neighborhood school or the Schools Directory information to contact the school for enrollment.

[Click here](#) to access School Finder to locate your neighborhood school.

[Click here](#) to view contact information for San Diego Unified Schools.

[Click here](#) to view your student's enrollment requirements.

Completing the Registration Information

- Enter the student information being sure to complete all items that have a red asterisk (*) next to them. Additional items may appear on the screen based on your selections; enter that information as well.
- Enter the household address and **Click here to verify address and continue link**. This is a required step. You cannot complete the enrollment without a valid address.


Neighborhood School

This online student enrollment is only intended for you to register at your neighborhood school. Please click the link below to identify your neighborhood school(s), based on your child's home address. If you are interested in other school options, please see the [Neighborhood Schools and Enrollment Options](#) web site.

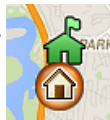
Please enter your address exactly as it appears on a utility bill or other delivered mail. After verifying your address, if the neighborhood school is not correct, please contact the district's attendance boundaries office at (619) 725-5668.

You must verify your address using the School Locator in order to continue.

[Click here to verify address and continue.](#)



- If the address is invalid, a message will appear stating that the address could not be verified or is outside of the district. If this happens, be sure that you have typed the address correctly, make any necessary corrections and click the link again to verify the address. If you had to change/correct the address, you may need to click this link twice to get the address verification to refresh and do the address verification process.
- If the address entered is valid, the student's home appears on the map as a circle with a house. The **Neighborhood School(s)** will appear as a green school house.




If you place your mouse over the school icon (green school house), school information is displayed.

- Select the neighborhood school from the dropdown menu that is located below the map.

Please choose one of the listed neighborhood schools below. In some cases, there may only be one neighborhood school listed.

* - Select -



A gold school house will appear on the map indicating the selected school.



A link to the schools website will appear below the map. If more than one school appears in the dropdown menu, choose the school you prefer. Additional information regarding this is provided in the **Questions and Answers** section of this document.

- Complete the remaining Student Information, Parent/Guardian/Contact 1, Parent/Guardian/Contact 2, Student Siblings, Emergency Contact 1, Emergency Contact 2, Additional Information, Electronic Signature and submit the form.
- You must enter at least one Emergency Contact.
- When entering phone numbers, you must enter at least one phone number for the Parent/Guardian and one for the Emergency Contact. Phone numbers must be entered in the following format being sure to include the hyphens when typing: xxx-xxx-xxxx.

Please hover over the ⓘ icons throughout the form to see additional instructions.

Family Information

Parent/Guardian/Contact 1 ⓘ

* First Name

* Last Name

Relationship to student ⓘ
* - Select -

* Lives with student Yes

Home Phone ⓘ xxx-xxx-xxxx

Cell Phone xxx-xxx-xxxx

Work Phone xxx-xxx-xxxx

At least one phone number must be provided above.

Email emailname@domain.com

Employer ⓘ

Military (check if applicable)

Active Duty

Reserves

National Guard

Department of Defense

* Primary Language ⓘ - Select -

Interpreter required ⓘ

* Education Level ⓘ - Select -

Does this parent want access to student information on-line? ⓘ
* Yes

* Report Card ⓘ Yes

* Progress Report ⓘ Yes

Please hover over the ⓘ icons throughout the form to see additional instructions.

Emergency Contacts (other than parents)

Enter information for at least one emergency contact that can be reached by phone in case the parent/guardian(s) cannot be reached. Provide the contact's full name, relationship to child, phone numbers, and primary language.

Emergency Contact 1

* First Name

* Last Name

* Relationship to student - Select -

Home Phone xxx-xxx-xxxx

Cell Phone xxx-xxx-xxxx

Work Phone xxx-xxx-xxxx

At least one phone number must be provided above.

Interpreter required

OK to release student ⓘ

- After you complete all the required information and submit the form, a message will be displayed on the screen that you have submitted the form.

Submission Confirmation

Congratulations, You Have Completed STEP 1!

Your information has been successfully submitted to San Diego Unified. Optionally, you may click this [New Student Enrollment](#) link to print a copy for your records.

Note: Once your New Student Enrollment has been successfully submitted you may only make changes to your information by contacting San Diego Unified directly.

Please be reminded that your New Student Enrollment is NOT COMPLETE until Step 2 (below) is finished.

STEP 2. Bring the appropriate forms and address verification to your Neighborhood School.

- [Click here](#) to view your student's enrollment requirements.
- [Click here](#) to locate your student's school.

If you do not receive this message then the form was not submitted successfully. This may be due to additional required items that need to be completed. Review the page and look for anywhere the word **REQUIRED** is displayed. Click on the word **REQUIRED** and it will take you to the item that you need to complete. Continue this process until all **REQUIRED** items have been completed and try to submit the form again.

- After you submit the enrollment, you can download or print a copy of the enrollment submission by following the instructions on the page.

Submission Confirmation

Congratulations, You Have Completed STEP 1!

Your information has been successfully submitted to San Diego Unified. Optionally, you may click this [New Student Enrollment](#) link to print a copy for your records.

Note: Once your New Student Enrollment has been successfully submitted you may only make changes to your information by contacting

NOTE: After you submit the form, the enrollment is not complete. Contact your neighborhood school to make an appointment. Bring a printed copy of the online registration and the required paperwork to the appointment to complete the student's enrollment.

[Click here](#) to view your student's enrollment requirements.

[Click here](#) to view contact information for San Diego Unified Schools.

Questions and Answers

Q: There is more than one school listed in the dropdown list of neighborhood schools. Which one should I choose?

A: Please review the schools that are available in the dropdown either by contacting the schools directly or visiting their website. You may then choose the school you prefer. The following guidelines apply:

- You may see multiple schools listed in the dropdown menu, if the home address you entered falls within an Optional Area. In the case of Optional Area, if you choose School X, then later decide you would like your child to attend School Y, you may do so *if the student has not yet attended School X*. Once the student has begun attending one of the optional area schools, he or she is not permitted to switch to the other school, per district procedure. Please visit this webpage for further information on Optional Areas: <http://www.sandi.net/page/1189>.
- You may see two middle schools listed in the dropdown menu, if the home address you entered falls within the shared boundary of DePortola and Farb middle schools. Your 6th-8th grade student may attend either DePortola or Farb, space permitting. Please contact both schools or visit their websites to learn about them and then choose the school you prefer.
- You may see multiple schools listed in the dropdown menu, if the grades offered by the schools overlap. For example, a K-8 may overlap with a 6th-8th middle school, or a K-6 may overlap with 6th grade at a middle school. Please contact both schools or visit their websites to learn about them and then choose the school you prefer.

Q: The dropdown list of neighborhood schools shows a **Complex**. What is that and what does it mean for my student? Or, my student wishes to enroll at San Diego International Studies (or any other specific small themed school), but the neighborhood dropdown menu only lists San Diego High Complex.

A: You will see **Complex** if your neighborhood high school is either Kearny or San Diego. These two high schools are each composed of four small themed schools on the same campus, which together comprise the Complex. Your student will be able to select the small themed school of interest when you go in to the school to complete enrollment, space permitting. Please visit the schools' websites to learn about the themed schools available at each location.

[Click here](#) to view contact information for San Diego Unified Schools.